



DEPARTMENT OF
ADMINISTRATIVE
SERVICES

ENTERPRISE
HUMAN RESOURCE
SERVICES

Position & Personnel Data Base (PPDB) Security Access Request and Confidentiality Agreement

User Information

Name (print) Last, First, M.I.		Employee ID	User ID
Position/Title		Phone	Extension
Agency #	Agency Title:		
Work Location and Address		City	State OR Zip
Email Address:			

PPDB Access Information

Update Access	Display Access		Other	
Employee Records	Employee Record	Position Record	Web Reports	PA's PC's
Position Records	Agency Statewide**	Agency View	Dataset Access (IT Staff Only)	
Agency Master Operator	Sensitive Data**		PPDB Datamart	
DAS Master Operator			Does user currently have other Datamart access? Yes No	

**** Length Access Required:**
Ongoing Job Rotation Special Project Back-up Behind Leave

Misc

**** Describe the job duties or assignment that requires access to PPDB. Give justification supporting the level of access requested:**

**Justification Required

Confidentiality Agreement

I understand and agree that:

- I have read the guidelines and responsibilities set forth in this agreement. I acknowledge that it is my responsibility to maintain all employee (current and former) information in confidence.
- I have read the policies above and agree to abide by the rules as set forth.
- The Position and Personnel Data Base is categorized as Information Asset Classification Level 4 - Critical data per 107-004-050 and shall be treated as such.
- I will discuss any questions I have regarding this agreement, policy, or the Confidentiality Guidelines with my Human Resource representative or agency security officer prior to divulging, discussing, or transmitting any confidential information.
- The obligation to maintain the confidentiality of information obtained while employed by the state continues beyond separation of employment.
- Violation of this confidentiality agreement, policy, or the Confidentiality Guidelines may result in discipline up to and including termination of employment.

User Name	User Signature	Date
Supervisor	Supervisor Signature	Date
HR Manager or Appointing Authority	HR Manager or Appointing Authority Signature	Date
Agency PPDB Security Officer	Agency Security Officer Signature	Date

This form may be submitted electronically by the Agency PPDB Security Officer or HR Appointing Authority without signatures however the signed original must be retained on file by the agency per OAR 166-300-0010 State Agency General Records Retention Schedules.

<u>Agency PPDB Security Officer Use Only:</u>		
Request from HR Manager received	Submitted to DAS PPDB Security	DAS PPDB Security granted access
Date: _____	Date: _____	Date: _____

PLEASE READ:

User Guidelines and Responsibilities:

- Access to PPDB information is for job related purposes only.
- Users will not share confidential or sensitive information or use the information for any personal reason or gain.
- User must not share their password with any person or allow another person to use their access in any way.
- PPDB data is confidential and may be used solely for the purpose of human resources, workforce development, and budget functions internal to the Agency.
- Disclosure or release of employee data and statistics for any other purpose or to any entity not a direct party to the agency's internal management functions requires express, written approval of the State Public Records Officer, who is the official custodian of the information.
- The agency's security officer must be notified immediately if the user's password or access has been compromised.
- The user will read, understand and agree to adhere to all applicable agency and statewide policies, including but not limited to the following:
 - 107-004-050 Information Asset Classification
 - 107-004-051 Controlling Portable and Removable Storage Devices
 - 107-004-052 Information Security
 - 107-004-053 Employee Security
 - 107-004-100 Transporting Information Assets
 - 107-004-110 Acceptable Use of State Information Assets

Supervisor Guidelines and Responsibilities:

- Supervisors will be cautious in their request for approval.
- Supervisors will ensure that their request for access is based on a valid need; and ensure that level of access required to perform the duties is associated with the user's position on a consistent basis.
- Supervisors must not request access until they are certain that the user understands the PPDB information security requirements.
- Supervisor and employee will review Oregon Public Records Law (ORS 192.501 to 192.505) and Oregon Administrative Rule 105-10-0011, before access to data is allowed.

Agency PPDB Security Officer Guidelines and Responsibilities:

- Security officer is responsible for maintaining documentation of the requests for PPDB access for all users in their agency.
- Security officer will review the request for accuracy and ensure that both the user and supervisor signatures are present before submitting the request to PPDB Personnel Security.
- Security officer understands that DAS Enterprise HR Systems may perform audits to ensure that proper documentation is being maintained for users in their agency.
- Security officer agrees to restrict access of PPDB data to individuals in regular status (permanent or limited duration) state positions.
- Security officer agrees to implement and maintain a policy to ensure that agency staff with access to data will always lock their computer screen or logoff before leaving their workstation.
- Prior approval by DAS Enterprise HR Systems is required before any exceptions to this agreement are granted.

Instructions:

Complete the form electronically and save a copy. Forward the form via e-mail to the agency's PPDB security officer. Print out a hard copy of the form for signatures. The hard copy of the form must also go to the agency's PPDB security officer after it has been signed. The agency's PPDB security officer should review and sign last. All signatures are required. The agency's PPDB security officer will forward the electronic form to PPDB Security via e-mail to Group.PPDB@oregon.gov and save the signed original on file for documentation. The completed form with signatures must remain on file for 3 years after superseded or authorization expired.

Fill out the User Information section completely. If you do not know the User ID please contact your HR Department and ask Personnel to look it up in PBED. Do not use SSN in the Employee ID field.

Access Information:

Make sure all access information is complete and correct. If you need assistance completing the access information section contact PPDB Security via email Group.PPDB@oregon.gov. Please do not submit the form to PPDB Security unless you have all the required information.

The Agency Master Operator designation has the ability to see sensitive data and update employee record and only the Agency Master Operator can view or change an employee record that is designated exempt from public disclosure and coded as such in PPDB.

Only DAS HR Systems personnel can be designated as DAS Master Operators. Justification is required for users with Display Only Access to view sensitive data. PPDB Security may deny requests for access to sensitive data if there is not sufficient justification showing that it is required for the duties of their job. Dataset Access is for Information Technology employees that handle PPDB data downloads. They do not look at specific records or make any updates in PPDB, only handle raw data to support agency reporting or systems.

If there is a unique or non-standard request for access please describe the request in the space provided. Give a description of the duties that justifies the level of access requested, the frequency and how long access is needed. Be specific. Make sure all guidelines have been read and understood.

Update or display access to sensitive data will not be granted to temporary or non-status employees. Exceptions may be approved for special circumstances. Statewide display without sensitive data is only granted to HR personnel unless specifically required for the job. Access to sensitive data for those who have display only access will only be granted with proper justification showing a job related need. DAS Enterprise HR Systems highly encourages agencies to limit the number of users having Agency Master Operator access to one or two people in order to maintain security integrity. Only Agency Master Operators can see sensitive data and may update employee records that have been coded as exempt from disclosure per ORS 192.445.

The request should be submitted to Group.PPDB@oregon.gov by the agency's PPDB security officer via electronic email attachment preferably. You may fax the

The electronic copy of the request does not require signatures upon submission if it is sent directly from the agency's acting PPDB security officer or delegated authority by email.

If submitting the request by mail or fax then form must have all signatures.

It is the responsibility of the agency's PPDB security officer to retain a signed copy of the request on file per OAR 166-300-0010.